

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Training and Administration Manual (BAM) Update	REFERENCE NUMBER: 2005-016
DATE ISSUED: 05/31/05	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefit Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Desi Rodrigues, Personnel Program Analyst
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This memorandum provides important information regarding benefits training and the Benefits Administration Manual (BAM).

With the closure of the State Training Center, the last benefits training class was held November 1-3, 2004. The Benefits Division has been working to develop ways to continue to provide important benefit information to State agencies and their employees. We hope the following information is helpful.

Benefits Training Class

The Benefits Training Class is designed to assist any and all staff responsible for providing State employee benefits information. Class attendees are usually personnel transaction staff, attendance clerks, benefits coordinators, and other staff assisting the personnel office. We have scheduled a benefits training class August 1-3, 2005.

Approximately 11 presenters will provide an overview of 18 to 19 benefit programs utilizing charts, PowerPoint, videos, forms and sample situations. During the 3-day class, you will receive the BAM, guides/charts, Web site resources, Personnel Management Liaisons (PMLs) Memorandums, and the Employee Quick Reference Guide. Our objectives are:

- To provide resources to help you explain all employee benefits to your departmental employees, and to respond to questions regarding employee benefits;
- To provide up-to-date information regarding benefit eligibility, cost, benefit choices, enrollment, and appeal process;
- To provide contact information for resolving problems related to benefits;

- To provide instruction on how to handle benefit changes due to appointment status and family situation changes;
- To help you recognize potential problem areas in benefits administration.
- Introduce new technology to help simplify departmental personnel office processes.

If you are interested in attending, please contact Desi Rodrigues at (916) 324-9400 or e-mail at Desirodrigues@dpa.ca.gov to register.

Benefits Administration Manual (BAM)

The BAM is a resource manual provided to class attendees. It provides important information to assist staff who are responsible for interpreting employee benefit information and processing forms. This manual has been a very important resource for personnel staff. Due to budget constraints and to enhance the support we provide to personnel staff, we have decided to provide the BAM on-line. The BAM will be available on DPA's Web site by July 1, 2005. Additional communication will be provided prior to the release date.

Any information and/or suggestions you can provide will be helpful. I encourage you to visit our Web site, www.dpa.ca.gov under "Benefits" and provide us with your feedback. Please e-mail your comments to Desi Rodrigues at Desirodrigues@dpa.ca.gov.

/s/Debbie Endsley

Debbie Endsley, Chief
Benefits Division